



# CITY OF HOUSTON

## Job Posting

OC

**Applications accepted from:**

**ALL PERSONS INTERESTED**

**Job Classification**

**Planning Supervisor (Administrative Supervisor)**

**Posting Number**

**PN# 110536**

**Department**

**Library**

**Division**

**Planning and Facilities**

**Section**

**N/A**

**Reporting Location**

**500 McKinney**

**Workdays & Hours**

**M-F 8-5\***

*\*Subject to change*

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

The Planning Supervisor will be responsible for maintaining and ensuring the standards for facilities. Researches, develops, and manages furniture, fixtures and finishes for all locations. Manages contracts and agreements with consultants and other departments for the purpose of maintaining standards for facilities. Investigates special problems encountered by employees; responds to calls from the general public that extend beyond the normal scope of subordinates. Coordinates special projects, including planning, research, presentations promotions and evaluation. Provides leadership, guidance, training and advice to subordinates.

**WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Must be able to use a computer to access/input information. Must be able to move freely throughout the Library. Position requires stooping, bending and light lifting.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Architecture, Interior Design, Construction or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Three years of pertinent, progressive, professional experience in administration, design, space planning, or a related field.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

None

**SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION**

☐ Yes

☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 22**

\$1555 - \$1833 Biweekly

\$40,430 - \$47,658 Annually

**OPENING DATE**

May 17, 2006

**CLOSING DATE**

May 31, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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